

Asbestos Survey



Management Report



At

Broughton Grange

Swindon

6th March 2014

Safe Management of Asbestos in Buildings

asbestos 
SURVEYS 

Executive Summary

The management survey did reveal asbestos containing materials; a summary of the materials inspected are recorded in Appendix 'B' together with their risk assessments.

You must, by law;

- ✓ Carry out the recommendations made in Section 9 of this report.
- ✓ Draw up a set of procedures referred to as the 'Asbestos Management Plan' which details how your company will keep your staff and anyone carrying out maintenance or cleaning, safe from exposure to asbestos. (The guidance in Appendix D will help you).
- ✓ Ensure that a copy of the 'Asbestos Register' in Appendix E is provided to anyone entering the site to carry out work, cleaning or maintenance tasks.
- ✓ Update the 'Asbestos Register' in the spaces provided following labelling, painting, or re-inspection.
- ✓ Train everyone who's work may foreseeably bring them into contact with asbestos.
- ✓ Before planning any work that will disturb the fabric of the building organise a destructive refurbishment and demolition survey on affected areas. (See section 2 for a full description of the types of survey)



Asbestos UK Surveys can also provide you with;

**Free on-going advice
Re-assurance air testing
Management plan templates
Asbestos awareness training
Labelling and annual re-inspections
Refurbishment and demolition surveys
Licensed asbestos removal project management
Information on how to claim back the cost of asbestos removal**

Tel: 01453 549060 or email: karen@auksurveys.co.uk

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1 Introduction

Instructions were received from:

Letting Plus
8 Baywater
Marlborough
Wiltshire
SN8 1DX

To determine the presence of asbestos at:

Broughton Grange
Windsor Road
Swindon
SN3 1LW

- 1.1 The purpose of the survey was to locate and record asbestos containing materials within the scope of a management survey; to produce risk assessments and a register of the findings, propose appropriate actions for the safe management of any identified or presumed materials in order to comply with the 'Control of Asbestos Regulations 2012' and the 'Health & Safety at Work Act 1974'.
- 1.2 The survey was carried out by K H Williams, qualified to BOHS P402, BOHS P405, BOHS S301 and RSPH Level 3 Certificate in Asbestos Survey Procedures.
- 1.3 All samples were analysed by Scientific Services Ltd, St Stephen, St Austell, Cornwall PL26 7QF.
- 1.4 The survey report was written and compiled by:

Asbestos UK Surveys Limited
51 Cam Green
Cam, Dursley
Gloucestershire
GL11 5HL

Tel: 01453 549060
Fax: 0871 661 7645
Email: karen@auksurveys.co.uk
Web: www.auksurveys.co.uk

2 Types of Survey

2.1 There are two types of asbestos survey outlined in HSG264 Asbestos: The survey guide.

The type of survey will vary during the lifespan of the premises and several may be needed over time. A management survey will be required during the normal Occupation and use of the building to ensure continued management of the ACMs in situ. A refurbishment or demolition survey will be necessary when the building (or part of it) is to be upgraded, refurbished or demolished.

2.2 Management Survey

A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.

The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming.

2.3 Refurbishment and Demolition Surveys

A refurbishment and demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned.

The survey will be fully intrusive and involve destructive survey, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, eg when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

Refurbishment and demolition surveys should only be conducted in unoccupied areas to minimise risks to the public or employees on the premises. Ideally, the building should not be in service and all furnishings removed.

3 Scope & Limitations of the Survey

- 3.1 To carry out the survey in accordance with the requirements of the Health and Safety Executive guidance document HSG 264 – Asbestos: The Survey Guide.**
- 3.2 To take representative samples of known or suspected asbestos containing materials and have those samples analysed by a UKAS accredited laboratory using stereo microscope, polarised light, and dispersion staining techniques in accordance with the HSE publication HSG 248 ‘The Analysts’ Guide’.**
- 3.3 To use labelled photographs to illustrate the report and provide a visual reference of location and condition (shown in Appendix A)**
- 3.4 The survey does not claim to reveal all asbestos containing materials and caution should be taken before carrying out any works that may disturb the fabric of the building i.e. a full refurbishment and demolition survey should be carried out.**
- 3.5 The report findings are based upon a non-destructive survey of an unfamiliar site.**
- 3.6 Building and room identification numbers used in the report and plans are for reference purposes only and may not be the same as any existing room numbers or names in current use.**
- 3.7 The measurements within this report are approximate only and should not be used for contractual, pricing or engineering purposes.**

4 Survey Caveats

4.1 It is not reasonably practicable to sample every material encountered during a survey, so samples are taken at points that appear to be representative locations. During the time available, the building was thoroughly inspected, however, it should not be considered exhaustive for the following reasons:

- Plans for the site were not available at the time of the survey.
- Where samples have been taken, no examination has been made beyond the sampled item into any void that may be present behind the suspect material.
- No access has been gained to elements in excess of 3 metres in height.
- No survey has been possible beneath all plaster coated materials.
- Samples have not been collected from locations where the material integrity of the application will be affected (such as gaskets, skylights etc.)
- No surveys have been performed behind ceramic tiles.
- No surveys have been performed behind sealed or well painted risers or ducts etc.
- Applied floorings e.g. carpets have not been lifted during this survey.
- Wall paper and other wall coverings have not been removed for survey.
- The internal cores of fire doors have not been inspected.
- Live services or plant have not been inspected.
- Damp courses and other materials such as asbestos felts have not been sampled during this survey.
- Mastic and fillers have not been sampled during this survey.
- Only common areas have been inspected.

5 Sampling Strategy

- 5.1 The survey is conducted by means of a thorough visual inspection of all safe and reasonably accessible areas of the defined site.
- 5.2 Any visible material suspected of containing asbestos will be either;
- a. presumed to contain asbestos based upon previous observations and experience of visually similar confirmed samples. Sampling will not be undertaken if it is reasonable to suspect that the structural integrity of the material will be adversely affected i.e. roofing materials or flue pipes.
 - b. or, a small sample of the material will be taken for analysis to confirm the surveyor's suspicions. The objective of carrying out sampling is to identify the type of asbestos fibres contained within the material which will affect the results of the risk assessment.
- 5.3 Samples are taken using a variety of hand tools including a chisel, sharp knife, pliers, a core sampler, or screwdriver, as appropriate. In all cases of sampling, care is taken to ensure that the samples are representative of the material involved and that sufficient quantity of material was sampled. In the case of pipe/thermal insulation, this means ensuring that the full depth of the material is sampled - for example by using a hand borer. In the case of board or tile materials, the sample is taken from the full thickness of the element.
- 5.4 In areas on the site where there are substantial quantities of visually uniform material, then a small number of samples are taken and should be considered as being representative of the whole area. Therefore visually similar materials in the same areas where asbestos has been located should be assumed to contain asbestos fibres also. Similarly, where there are a large number of identical items distributed throughout the site, a single or a small number of samples are taken by the surveyor. In such cases the client should assume that identical items on the site will have the same composition as the elements sampled.

6 Health and Safety Statement

- 6.1 All sampling is undertaken causing the minimum possible nuisance and potential risk to the health and safety of the building occupants and site visitors.**
- 6.2 As required under the Control of Asbestos Regulations 2012 dust release during sampling is reduced to as low as reasonably practicable. An assessment may dictate the need for precautionary measures to be taken which may include some or all of the following:-**
- a. Isolation of the sampling area.**
 - b. Damping of the material by spray or injection to suppress dust release.**
 - c. Appropriate cleaning and removal of any fallen debris.**
 - d. Use of personal protective equipment and respiratory protective equipment.**
- 6.3 After sampling any broken or unsealed material with potential to cause airborne dust is sealed by suitable means (i.e. by tape, fillers, PVA sealant, etc.) and any remaining dust or debris removed by wet wiping or by using an approved 'Type H' vacuum cleaner. Immediately after collection, all samples are double-sealed in self-seal plastic sample bags. Each sample bag is labelled with a unique sample reference number and the location of the sampling position identified on a site location plan. Each sampling tool is carefully cleaned after each use and great care is taken to prevent cross-contamination between samples.**
- 6.4 Any disposable material used in sampling, or dust created while sampling is treated as if contaminated by asbestos and is taken away in sealed asbestos waste bags and disposed of as asbestos waste.**

7 Site Description

7.1 Broughton Grange comprised seven blocks of flats arranged over a combination of two and three storeys constructed around 1976 with either pitched or mansard roofs, flat roof enclosed entrance porches with built-in stores and separate garage blocks.

7.2 The survey included the following areas:

Room/Area	Elements Inspected	Materials Noted
External All blocks	Brick perimeter walls, concrete tiled roofs, timber doors and fascias with PVCu windows and rainwater goods.	entrance porch soffits garage soffit/infill garage undercloak
Internal Flats 1-4 Flats 5-8	Ground floor entrance hall, meter cupboards, staircase to first floor landing.	artex coatings, stair nosings, ceiling boards
Flats 9-13 Flats 14-19 Flats 20-25 Flats 26-30 Flats 32-34	Ground floor entrance hall, meter cupboards, staircase to first floor landing, partition to first floor lobby with meter cupboards, staircase to second floor landing.	artex coatings, stair nosings, ceiling boards

7.3 Externally the demise was accessible all round.

7.4 The buildings were occupied at the time of the survey.

7.5 Individual flats were specifically excluded from the survey.

7.6 There were no inaccessible areas.

8 Results

8.1 Materials containing asbestos have been identified in several locations within the buildings surveyed. From the samples taken and analysed, it has been confirmed that the following elements of the buildings surveyed contained asbestos:

S01 The artex coated boards lining the soffits to the entrance porches in Blocks 1-4, 5-8, 14-19, 20-25, 26-31 and part 32-34

S03 The artex coating to the underside and along the strings of the staircases on all floors in all the blocks

S04 The boards lining the ceilings to the top floor landings in all the blocks

S05 The artex coating to the ground floor ceilings in all the blocks

S07 The soffit board above the steps down to the garage block

S08 The infill panel above the door and the ceiling boards to the garage store

8.2 From the visual inspection, it should be assumed that the following elements of the building were either visually similar to a confirmed sample, inaccessible or sampling would have affected the integrity of the product but are strongly presumed or suspected of containing asbestos:

P01 The artex coated boards lining the ceiling to the store cupboards in Blocks 14-19, 20-25, 26-31 and 32-34

P02 The artex coating to the first floor ceilings in Blocks 9-13, 14-19, 20-25, 26-31 and 32-34

8.3 By law all of the asbestos containing materials described above must be maintained in good condition and incorporated into a safe system of management i.e. a written Management Plan (Guidance in Appendix D) which;

- a. Recognises the importance of reducing the risk of exposure to airborne respirable asbestos fibres for all personnel, and**
- b. Minimises the risk of spreading asbestos contamination throughout the site.**

9 Recommendations

9.1 Please note that consideration has not been given to the future use of the site and the following recommendations are based upon current observations. Any refurbishment likely to cause disturbance to asbestos containing materials or materials adjacent to asbestos materials will necessitate removal in accordance with The Control of Asbestos Regulations 2012 and disposal in accordance with The Hazardous Waste Regulations 2005.

S01 The artex coated boards lining the soffits to the entrance porches in Blocks 1-4, 5-8, 14-19, 20-25, 26-31 and part 32-34 appear to be in fair condition but a few have suffered water damage and the artex coating has become very soft. We would recommend that these boards be removed by licensed contractors as soon as practicable.

S03 & S05 & P02 The artex coating to the underside and along the strings of the staircases and to the ground floor ceilings in all the blocks and the artex coating to the first floor ceilings in Blocks 9-13, 14-19, 20-25, 26-31 and 32-34 is in fair condition and painted which poses very low risk to human health if left undisturbed. The removal of light or other fittings will disturb this material and may only be carried out by trained operatives in strict accordance with the HSE task essentials advice sheets. Do not use abrasive techniques to prepare it for painting. We would recommend that this material be included in the organisations management plan and re-inspected on an annual basis.

S04 The boards lining the ceilings to the top floor landings in all the blocks are in fair condition, painted and unlikely to be disturbed by the normal occupation of the building. We would recommend that this material be included in the organisations management plan and re-inspected on an annual basis. Do not drill through or fix anything to this material. Do not remove light fittings or sensors already fixed to this material. Do not use abrasive techniques to prepare this material for painting. Report any damage to this material immediately. This material may only be disturbed by licensed contractors.

S07 The soffit board above the steps down to the garage block are in fair condition and of very low risk to human health. We would recommend that this material be included in the organisations management plan and re-inspected on an annual basis.

S08 The infill panel above the door and the ceiling boards to the garage store are in fair condition and located in an area which is rarely disturbed. We would recommend that this material be included in the organisations management plan and re-inspected on an annual basis. Do not drill through or fix anything to this material. Report any damage to this material immediately. This material may only be disturbed by licensed contractors.

P01 The artex coated boards lining the ceiling to the store cupboards in Blocks 14-19, 20-25, 26-31 and 32-34 are in fair condition and located in an area which is rarely disturbed. We would recommend that this material be included in the organisations management plan and re-inspected on an annual basis. Do not drill through or fix anything to this material. Do not remove light fittings or sensors already fixed to this material. Do not use abrasive techniques to prepare this material for painting. Report any damage to this material immediately. This material may only be disturbed by licensed contractors.

9.2 This report should be retained on site and the information contained within made available to any statutory body or any party carrying out work or cleaning on the premises including:

**Builders
Electricians
Plumbing & gas engineers
Roofers
Cabling, telecommunication and aerial engineers
Fire & burglar alarm installers
General maintenance people
Painters & decorators
Plasters
Building surveyors, architects and other such professionals.**

9.3 Before planning a major refurbishment or demolition of part or the whole building a fully intrusive survey (See item 2.0 for survey types) will be required.

10 Disclaimer

- 10.1 Whilst every reasonable effort has been made to locate and identify asbestos containing materials within the scope of the survey a precautionary approach should be adopted when carrying out any building, electrical and mechanical maintenance or minor works. Should such works expose a suspect material all activities should cease and the area cleared of personnel until the material can be assessed and sampled.
- 10.2 A management survey is unlikely to reveal all possible asbestos containing materials within the building as this could only be achieved by dismantling it brick by brick. The following areas are examples of where concealed asbestos may commonly be found. Anyone accessing these areas should carry out a risk assessment and take the necessary precautions to protect themselves and others:

Area	Type of asbestos material	Risk
External wall hanging tiles	Paper or felt lining	Medium
Doors	Internal fire resistant panels	Medium
Within sealed risers and ducts	Cement pipes and flues Pipe lagging and lining boards	Low High

11 List of Abbreviations

ACM	Asbestos Containing Material
HSE	Health & Safety Executive
UKAS	United Kingdom Accreditation Service
CAR	Control of Asbestos Regulations 2012
RPE	Respiratory Protective Equipment
PPE	Personal Protective Equipment
ACoP	Approved Code of Practice
AC	Asbestos Cement
AIB	Asbestos Insulating Board
BOHS	British Occupational Hygiene Society
RSPH	Royal Society for the Promotion of Health

12 References and Further Information

- **Control of Asbestos Regulations 2012 SI 2012/2739 The Stationery Office 2012**
- **The management of asbestos in non-domestic premises. Regulation 4 of the Control of Asbestos Regulations 2012. Approved Code of Practice and guidance L127 (Second edition) HSE Books 2012**
- **Health & Safety at Work Act 1974 The Stationery Office 1974**
- **A comprehensive guide to managing asbestos in premises. HSG227 HSE Books 2002**
- **Managing health and safety in construction: Construction (Design and Management) Regulations 1994. Approved Code of Practice and guidance HSG 224 HSE Books 2001**
- **Asbestos: The analysts' guide for sampling, analysis and clearance procedures HSG 248 HSE Books 2005**
- **Asbestos: The licensed contractors' guide HSG 247 HSE Books 2012**
- **Asbestos: The survey guide HSG 264 HSE Books 2010**
- **Management of health and safety at work. Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance L21(Second edition) HSE Books 2000**
- **Control of substances hazardous to health (Fifth edition). The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and guidance L5 (Fifth edition) HSE Books 2005**
- **The Hazardous Waste (England and Wales) Regulations 2005 SI 2005/112 The Stationery Office 2005**
- **Environmental Protection Act 1990 The Stationery Office 1990**
- **Introduction to asbestos essentials: Comprehensive guidance on working with asbestos in the building maintenance and allied trades HSG213 HSE Books 2001**
- **Asbestos essentials task manual: Task guidance sheets for the building maintenance and allied trades HSG210 HSE Books 2001**
- **A short guide to managing asbestos in premises. Leaflet INDG223(rev3) HSE Books 2002**

13 Explanation of Material Record Sheets (Appendix B)

13.1 Photo Reference

A unique number is allocated to each material which corresponds to the photograph of the material shown in Appendix A.

13.2 Location

A description of where the material is located within the building.

13.3 Material Description

Jargon free description of the material.

13.4 Extent

A summary of additional locations where visually similar materials are identified but not sampled.

13.5 Level of identification

A unique identification number is given to each sample taken and analysed which can be cross referenced with the bulk analysis certificate from the laboratory in Appendix C. Sampled materials are prefixed with 'S'. Where a material has not been sampled but is similar in appearance to an existing sample it is shown as presumed and prefixed with a 'P'. Similarly where a material has not been sampled due to inaccessibility or where structural integrity of the product may be affected but is presumed to be asbestos it is shown as presumed. Where a material has been examined because it looks like or could be easily mistaken for an asbestos containing material but upon closer survey has been dismissed it is shown as inspected and prefixed with an 'N'.

13.6 Asbestos Containing Material

An easy reference yes or no result for each analysed sample together with the type of asbestos it contains. Non asbestos materials are not considered any further.

13.7 Material Condition

A description of the current state of the material including the condition of any protection or substrate the material is fixed to.

13.8 Protection

A description of the type of surface treatment, if any, the material has which will affect the materials ability to release fibres.

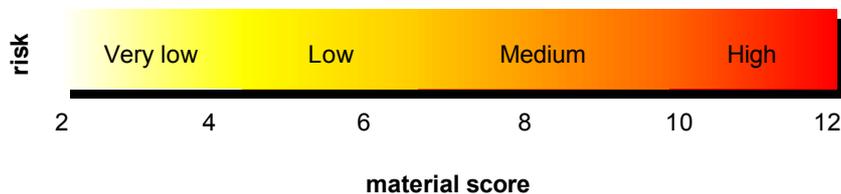
13.9 Material Risk

In order to effectively manage asbestos and put in place measures to reduce the risk of uncontrolled exposure an initial assessment is carried out which scores each material in its current state.

Four parameters are assessed using a scoring system from 0 (very low) to 3 (high):

- the type of product or material and its properties
- the extent of damage or deterioration
- the surface treatment of the ACM
- the type of asbestos fibre used in its manufacture

The value assigned to each parameter is added together to give a total score between 2 and 12 providing a good initial guide to the priority for any remedial action as it identifies the high-risk materials. Non-asbestos materials are not scored.



13.10 Accessibility

A description of how easy the material is to reach during the normal occupation of the building or during maintenance whichever is higher.

13.11 Total Quantity

The estimated amount of the material as a number of items, linear meter or meter squared measurement including all other locations where visually similar materials have been identified.

13.12 Recommended Form of Treatment

Based on the material risk assessment a quick reference to the type of action required for each asbestos containing material.

- **REMOVAL** - Recommended as a last resort where any disturbance to asbestos materials is liable to expose personnel to elevated levels of airborne respirable asbestos fibres and/or spread the extent of the contamination throughout the rest of the area or building. Materials recommended for removal are not suited to any form of containment programme.
- **MAKE SAFE** - Recommended where asbestos materials are in a location and/or condition that requires some remedial action. The action may be minor repairs to damaged surfaces or encapsulation of all exposed asbestos surfaces. Following completion of remedial works this column may be changed to reflect the new status i.e. manage.
- **MANAGE** - Recommended only where asbestos materials are in a condition and/or location which does not give rise to a significant health risk - PROVIDED THE MATERIAL REMAINS UNDISTURBED. Materials can be disturbed either by routine maintenance operations or by personnel carrying out their normal daily work activities which could cause impact or surface damage requiring assessments to be constantly re-evaluated.

Building managers must be aware of any changes in the work activities in areas where asbestos materials are located. Previously managed asbestos materials will require removal if, for instance, it is decided to carry out building or maintenance works which require disturbance of the asbestos or adjacent materials.

APPENDIX A

SITE PHOTOGRAPHS

APPENDIX A SITE PHOTOGRAPHS



Photo Ref: S01



Photo Ref: S02



Photo Ref: S03



Photo Ref: S04



Photo Ref: S05



Photo Ref: S06

APPENDIX A SITE PHOTOGRAPHS



Photo Ref: S07



Photo Ref: S08



Photo Ref: P01

APPENDIX B

MATERIAL RECORD SHEETS

APPENDIX B MATERIAL RECORD SHEETS

<i>INSPECTION CARRIED OUT AT</i>	<i>BY QUALIFIED INSPECTOR</i>	<i>SURVEY TYPE</i>	<i>INSPECTION REF</i>	<i>DATE (start)</i>	<i>DATE (finish if different)</i>
Broughton Grange, Swindon	Karen Williams	Management	1544	20 th February 2014	

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S01	External Block 1-4 Entrance Porch Soffits	insulation board with artex coating	visually similar to Block 5-8, 14-19, 20-25, 26-31 and part 32-34	analysed sample ref. S01	YES amosite	fair to poor	Painted	low	high	50m ²	REMOVE
S02	Internal Block 1-4 Staircase Treads	black nosings	visually similar to all blocks	analysed sample ref. S02	NO						
S03	Internal Block 1-4 All floors Staircase	artex coating to underside and strings	visually similar to all blocks	analysed sample ref. S03	YES chrysotile	good	Painted	very low	medium	100m ²	MANAGE
S04	Internal Block 1-4 Top floor Landing	ceiling boards	visually similar to all blocks	analysed sample ref. S04	YES amosite	fair	Painted	low	medium	200m ²	MANAGE
S05	Internal Block 9-13 Ground floor Hallway	artex coating to ceilings	visually similar to all blocks	analysed sample ref. S05	YES chrysotile	good	Painted	very low	medium	125m ²	MANAGE
S06	External Garage Block Roof	undercloak		analysed sample ref. S06	NO						

Key: Chrysotile = white asbestos Amosite = brown asbestos Crocidolite = blue asbestos

APPENDIX B MATERIAL RECORD SHEETS

<i>INSPECTION CARRIED OUT AT</i>	<i>BY QUALIFIED INSPECTOR</i>	<i>SURVEY TYPE</i>	<i>INSPECTION REF</i>	<i>DATE (start)</i>	<i>DATE (finish if different)</i>
Broughton Grange, Swindon	Karen Williams	Management	1544	20 th February 2014	

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S07	External Garage Block Steps	part soffit board		analysed sample ref. S07	YES chrysotile	fair	none	very low	medium	4m ²	MANAGE
S08	External Garage Block Store	infill panel over door	visually similar to ceiling board	analysed sample ref. S08	YES amosite	fair	none	medium	medium	4m ²	MANAGE
P01	External Block 14-19 Entrance Porch Store	ceiling board with artex coating	visually similar to Block 20-25, 26- 31 and 32-34	presumed identical to S01	YES assumed amosite	fair	painted	low	medium	10m ²	MANAGE
P02	Internal Block 9-13 First floor Hallway	artex coating to ceilings	visually similar to Block 14-19, 20- 25, 26-31 and 32-34	presumed identical to S03 & S05	YES assumed chrysotile	good	painted	very low	medium	90m ²	MANAGE

Key: Chrysotile = white asbestos Amosite = brown asbestos Crocidolite = blue asbestos

APPENDIX C

BULK ANALYSIS CERTIFICATE



ASBESTOS BULK ANALYSIS TEST REPORT

Test Report Number

R81154

SOP No. D3TA1 based on HSG248 Appendix2

Report Date: 27/02/2014

Asbestos Uk Surveys 6 Homestead Way Winscombe Avon	
BS25 1HL	
Date Samples Received by Lab:-	26/02/2014

Location:-	Broughton Grange, Swindon
Date Sampled:-	20/02/2014
Sampled by:-	Karen Williams
Date Tested:-	27/02/2014
Tested By:-	Emma James
Your Order:-	AUK260214
SSL Job No:-	78976

TEST RESULTS

Test Number	Client Sample Number	Sample Type	Sample Details	Asbestos Type(s) Present
270120	1544/S01	IB	Ext Flats 1-4 Entrance Porch- Soffit Artex/IB	AMO.
270121	1544/S02	VFT	Int Flats 1-4 Staircase - Black Nosings Vinyl	NAD
270122	1544/S03	TC	Int Flats 1-4 Staircase - Artex to Underside DC	CHR.
270123	1544/S04	IB	Int Flats 1-4 First Floor - Ceiling Boards IB	AMO.
270124	1544/S05	TC	Int Flats 9-13 Ground Floor Hall -Ceiling Artex DC	CHR.
270125	1544/S06	C	Ext Garage Block Roof - Undercloak Cement	NAD
270126	1544/S07	C	Ext Garage Block Steps - Soffit Boards Cement	CHR.
270127	1544/S08	IB	Ext Garage Block Store Door-Infil Panel/Ceiling IB	AMO.

Additional Comments

IB - Insulation Board DC - Decorative Coating

Authorisation Code 2014227173
Authorised by Carly Matthews
Technical Approval 201458173
Authorised by: Callum Strange

KEY

Sample Type: B = Bituminous Product, C = Cement, DD = Dust & Debris, G = Gasket, HSL = Hard Set Lagging, IB - Insulation Board, L = Preformed/Friable Lagging, LFF = Loose Fill Fibres, MP = Mineral Products, PS = Plaster, PT = Paint, RP = Reinforced Plastic, SC = Spray Coating, TC = Textured Coating, TFT = Thermoplastic Floor Tiles, VFT = Vinyl Floor Tiles, T = Textiles O = Other (detailed).

Asbestos Type: AMO = Amosite, CHR = Chrysotile, CROC = Crocidolite, TRE = Fibrous Tremolite, ACT = Fibrous Actinolite, ANT = Fibrous Anthophyllite, NAD = No Asbestos Detected

Remarks: Materials have been referred to as Asbestos Insulation Board or Asbestos Cement based on upon their asbestos content and visual appearance alone. Density checks on materials have not been carried out unless stated otherwise. Where samples have not been taken by Scientific Services Ltd, it can only report analysis results. No responsibility can be taken for any consequences arising from the clients sampling strategy or procedures, or the use of these results in subsequent reports. *Tests so marked in this report are not included in the UKAS accreditation schedule for this laboratory. Tests marked \$ in this report have been subcontracted to a UKAS accredited laboratory.

This report relates only to the samples tested. Opinions and Interpretations expressed herein are outside the scope of UKAS accreditation.
This report may not be reproduced except in full, without written approval of the laboratory.

Approved by	NJB	Date	10/05/13
Issue No	10	Ref	D4B4

APPENDIX D

MANAGEMENT PLAN

CONTENTS

- 14 Background to Asbestos**
- 15 Legislation**
- 16 The Duty to Manage Asbestos Containing Materials**
- 17 Preparing a Plan**
- 18 Preventing Exposure**
- 19 Monitoring Asbestos Containing Materials**
- 20 Recommended Forms of Action**
- 21 Removing Asbestos Containing Materials**
- 22 Dealing With Emergencies**
- 23 Updating the Plan**
- 24 Further Reading**

Reference

Example of a permit-to-work

14 Background to Asbestos

- 14.1 Asbestos is a naturally occurring mineral that has been used for about 150 years on a large commercial scale. It is versatile, plentiful and ideal as a fire proofing and insulation material; unfortunately the tiny fibres can penetrate the lungs making it deadly.
- 14.2 Asbestos related diseases (mesothelioma, asbestosis and lung cancer) kill at least 4,000 people a year. These people have already inhaled a fatal dose of asbestos fibres which can take anywhere from 15 to 60 years after first exposure to develop into these fatal diseases. Most of these people will have been exposed many years ago when asbestos was less well controlled and was in much wider use than today.
- 14.3 The figures are a clear sign of what happens when such a risk is not managed and while there is unfortunately nothing we can do to help those who have been exposed to asbestos in the past, we can and must do everything in our power to prevent any further exposure to asbestos.
- 14.4 Unless the risks from asbestos in buildings are managed effectively today we will not be free from the misery and suffering that asbestos-related diseases cause in the future.

15 Legislation

- 15.1 We have all had a responsibility under the 'Health & Safety at Work Act 1974' to ensure the health, safety and welfare of persons at work and for protecting others against risks to health or safety in connection with the activities of persons at work but since then the government felt it necessary to introduce specific legislation aimed purely at the control of asbestos.
- 15.2 The Control of Asbestos Regulations 2012 not only prohibit the importation, supply and use of all forms of asbestos, they specify the work methods and controls that should be used to prevent exposure and spread of asbestos during removal and detail the requirements of the duty to manage asbestos in non-domestic premises.

16 The Duty to Manage Asbestos Containing Materials

- 16.1 The Health and Safety Commission have produced an ACOP L127 which gives specific advice on how to comply with Regulation 4 of the Control of Asbestos Regulations 2012 - 'The management of asbestos in non-domestic premises' which you can download free from the internet.

Following the advice set down in the relevant provisions of the ACOP will ensure that you are doing enough to comply with the law and prevent possible prosecution.

16.2 Non-domestic Premises

The duty to manage asbestos in premises does not apply to individual domestic houses or flats where there are no common parts.

Examples of common parts:

Houses that have been converted into flats may share common entrances, and purpose built blocks of flats may have foyers, corridors, lifts and lift shafts, staircases, boiler houses, laundry rooms and internal vertical risers common to all. The shared external fabric of the building, gardens, yards, outhouses, bin stores, sheds and garages will also be included in the term 'common parts'.

The exception to the rule:

Where residential houses or flats are maintained by a bursar or agent, the premises may not fall under the duties of The Control of Asbestos Regulations but as soon as a contractor is instructed to carry out repair or maintenance work, that house or flat becomes a place of work. Places of work must comply with the Health & Safety at Work Act in relation to ascertaining the presence or absence of asbestos.

16.3 Who has a duty to manage asbestos

A wide of range of people potentially have obligations under the regulation from the owner of those premises and anyone he has delegated his responsibilities to i.e. a managing agent to an employer and the self employed if they have responsibilities for maintaining or repairing non-domestic premises.

16 The Duty to Manage Asbestos Containing Materials (continued)...

16.4 Duties of owners, occupiers, managing agents and others

Regulation 4 requires dutyholders to:

- take reasonable steps to find materials in premises likely to contain asbestos and to check their condition;
- presume that materials contain asbestos unless there is strong evidence to suppose they do not;
- make a written record of the location and condition of asbestos and presumed asbestos containing materials (ACM's) and keep the record up to date;
- assess the risk of the likelihood of anyone being exposed to these materials; and
- prepare a plan to manage that risk and put it into effect to ensure that:
 - any material known or presumed to contain asbestos is kept in a good state of repair;
 - any material that contains or is presumed to contain asbestos is, because of the risks associated with its location or condition, repaired or if necessary removed; and
 - information on the location and condition of the material is given to anyone potentially at risk.
- implement policies and procedures to ensure that these actions are carried out.

17 Preparing a Plan

- 17.1 Once it has been established that asbestos containing materials are present in your property you must put systems and procedures in place to limit the possible spread of asbestos fibres by maintaining those materials in good condition and prevent exposure to asbestos by making the people likely to disturb it aware that it is there.
- 17.2 It may not be economically viable to remove the asbestos materials so your management plan must provide written evidence of how your specific organisation is going to manage the risks associated with keeping them in place.
- How do you plan to tell people where asbestos is so they don't accidentally disturb it?
 - How are you going to monitor your existing asbestos materials?
 - How are you going to carry out the recommendations made in the report?
 - How would you deal with an emergency?
 - How are you going to update the plan?

Depending on the size of your organisation the plan may only be a few pages long and take the form of a list of procedures or it may be linked to an overall policy statement.

18 Preventing Exposure

- 18.1 Asbestos provokes a full range of responses when discussed ranging from apathy to panic so careful consideration must be made when preparing guidance for staff. The report findings and assessment of risk should be conveyed in a clear concise manner; simply fixing asbestos warning labels over the weekend will not instil confidence. This group of people will take a great interest in preserving their working environment in a safe condition which can translate as an effective tool in ensuring that the processes within the management plan are implemented successfully. Involving staff will make them an important part of the monitoring strategy and damaged asbestos will not be left untreated.
- 18.2 The impact that building, mechanical, electrical, telecommunications, data cabling and alarm contractors have on a property cannot be understated. Control of all contractors is important to ensuring the success of your management plan. If the contractor is exposed to asbestos and you have not identified the risks then you could be held liable.
- 18.3 Information on the location and condition of asbestos containing materials must be passed on to each and every person who may expose themselves and others to asbestos. This could be anyone from a cleaner, an electrician, plumber or carpenter, the new owner or tenant of the building through to a fireman tackling an emergency.
- 18.4 The Asbestos Register provided in Appendix E is a separate document designed to be an accessible, easily amendable, visual reference of all the asbestos containing material identified during the inspection. Procedures must be put in place to ensure that anyone carrying out repair, cleaning or maintenance work on site is instructed to inspect the register before starting work to see if they are likely to be working on or near asbestos materials.
- 18.5 One such procedure is a permit-to-work system which enables you to control access to the premises and only allow people with a permit issued by a nominated employee to carry out work on the building. (We have included an example of a permit-to-work at the end of the section)
- 18.6 The distinction between visitor and contractor is very important in terms of the amount of information you make available to a visitor. They are unlikely to disturb asbestos but may be anxious about the presence of asbestos warning labels for example.
- 18.7 The management plan should identify who you would class as a visitor. For example would a temporary worker be classified as a member of staff or a visitor?

19 Monitoring Asbestos Containing Materials

- 19.1 Asbestos containing materials must be maintained in good condition to prevent fibre release and should be included in any cyclical maintenance programmes. The deterioration of surface paint, protection or coverings can have serious consequences and eventually necessitate the complete removal of the material.
- 19.2 Regular re-inspection of the asbestos materials left in place is required in order to continue to comply with the regulations. The time between inspections will depend on the type of material, where it is and its condition, but should be at least every six to twelve months.
- 19.3 Photographs are useful to compare condition over time and highlight deterioration. When the ACM does start to deteriorate, remedial action can be taken to repair, protect or remove it.

20 Recommended Forms of Action

- 20.1 **Training; careful consideration needs to be given to all persons including visitors who may come into contact with asbestos materials within your site. The Regulations require mandatory training for anyone liable to be exposed to asbestos fibres at work (regulation 10). This includes maintenance workers and others who may come into contact with or who may disturb asbestos (e.g. cable installers or caretakers).**
- 20.2 **Labelling and colour-coding of ACM's; where an ACM is going to be left in place it may be useful, depending upon its location, to label the material or in the case of pipework colour-code the insulation. You should decide on a standard for labelling to ensure consistency but it should not be relied upon as a control measure. They may become dirty, obscured or fall off and should therefore only be used as a back-up to another system.**
- 20.3 **The plan should refer to any repairs or removal work recommended in the report with a timescale for completion. Generally the materials with highest overall risk scores (shown on the asbestos register in appendix E) will require the earliest attention. A control action may be required to make asbestos containing materials safe i.e. immediate repair or removal. Management actions are recommended to maintain a safe status over a period of time. These should be reviewed and changed when work or a re-inspection is carried out.**
- 20.4 **Protection/enclosure of ACM's; should not disturb the ACM or compromise its fire resistance or structural integrity. Protection means the construction or placing of a physical barrier in front of the ACM to prevent accidental disturbance. Enclosing the ACM involves the erection of an airtight barrier around it to prevent the migration of asbestos fibres from the original material. The original material should be in good condition and not vulnerable to damage following enclosure. Take care to record the existence of the ACM behind the enclosure by labelling it and monitor the condition of the enclosure regularly.**
- 20.5 **Seal or encapsulate the ACM; using bridging encapsulants which form a durable layer which adheres to the surface of the ACM or penetrating encapsulants which are designed to penetrate into the ACM before hardening and locking the material together providing additional strength. Encapsulation is only suitable if the ACM is in sound condition and can support the additional weight without delaminating, where the ACM comes away from the substrate it was covering.**
- 20.6 **Repair the ACM; will only be considered as an option when the damage is slight and repair can be restricted to patching/sealing small areas or making good slight damage to enclosures that are protecting ACM's.**

21 Removing Asbestos Containing Materials

- 21.1 At some point some or all of the asbestos containing materials will have to be removed due to deterioration or their location which may be affected by building work or demolition.
- 21.2 Licensed work may only be carried out by a contractor licensed by the HSE and includes work on lagging, insulation, insulation boards and products that have been used for insulation purposes. A notice period of 14 days is required before work can start on site. A list of licensed contractors belonging to the Asbestos Removal Contractors Association is available at www.arca.org.uk
- 21.3 Normally, non-licensed work includes work on asbestos-containing textured coatings, asbestos cement, on some other asbestos-containing materials, and certain work of "short duration" on asbestos insulating board. Any person carrying out these works must be trained in accordance with The Control of Asbestos Regulations 2012, prepare a Plan of Work and carry out the work in accordance with HSE recommended task sheets, an introduction to which is included at the back of the asbestos register in appendix E).
- 21.4 The premises where removal of asbestos materials is to take place must be registered with the Environment Agency in accordance with The Hazardous Waste Regulations 2005.
- 21.5 In addition, clients commissioning refurbishment or demolition of buildings have duties under the Construction (Design and Management) Regulations 2007 (CDM) to identify the presence of asbestos containing materials and pass on that information to potential contractors. Usually this will require a refurbishment and demolition (RAD) survey of the building or structure. RAD surveys are designed to be used as a basis, but not solely, for tendering the removal of asbestos materials from the building prior to demolition or major refurbishment.
- 21.6 Some good news is that as part of the government commitment towards urban regeneration, it has introduced an additional tax relief for companies incurring expenditure on land remediation. The tax relief was introduced in the Finance Act 2001 however, as with many forms of tax relief, there are a number of conditions that need to be met and technicalities to overcome before the benefit can be obtained but up to 150% of the capital expenditure can be claimed back as a deduction in computing the profits of the trade for the accounting period in which the expenditure is incurred. (Ask us for full details)

22 Dealing with Emergencies

- 22.1 Management of asbestos is not a 9am to 5pm job and this need to be reflected in your approach to management. How will you control people such as security staff patrolling the building at night or contractors working over the weekend?
- 22.2 What would your procedure be if asbestos was accidentally disturbed? (Refer to the flow chart EM1 which is included at the back of the asbestos register in appendix E).
- 22.3 How would you make information on the location of asbestos available to the emergency services?

23 Updating the Plan

- 23.1 For the management plan to operate successfully long-term it must be reviewed periodically or when there is a significant change of the organisation or persons responsible for its implementation.
- 23.2 Unless you intend to remove all the asbestos materials in your premises the management of asbestos is a long-term commitment which will continue throughout the life of your buildings until their final demolition
- 23.3 As part of our ongoing commitment to you the dutyholder we provide a free advice service on any asbestos related issue and the following additional services:
- Labelling
 - Monitoring and re-inspection
 - Management plan audit
 - Encapsulation
 - Type 3 Inspection
 - Removal services
 - Training

Full details on request.

Asbestos UK Surveys
Tel: 01453 54 90 60 Fax: 0871 661 7645
Email: karen@auksurveys.co.uk

24 Further Reading

- The management of asbestos in non-domestic premises. Regulation 4 of the Control of Asbestos Regulations 2012. Approved Code of Practice and guidance L127 (Second edition) HSE Books 2012
- A comprehensive guide to managing asbestos in premises. HSG227 HSE Books 2002
- Introduction to asbestos essentials: Comprehensive guidance on working with asbestos in the building maintenance and allied trades HSG213 HSE Books 2001
- Asbestos essentials task manual: Task guidance sheets for the building maintenance and allied trades HSG210 HSE Books 2001
- Managing asbestos, your new legal duties - A joint leaflet produced by Royal Institute of Chartered Surveyors, Federation of Small Business, Asbestos Testing and Consulting division of ARCA and HSE
- A short guide to managing asbestos in premises. Leaflet INDG223(rev3) HSE Books 2002

APPENDIX E

ASBESTOS REGISTER

'keeping it under control'

25 Explanation of Asbestos Register (Appendix E)

25.1 Table 1 is from Appendix A in the main inspection report. It describes the location, type of material, condition, approximate quantity and recommended treatment.

25.2 Table 2 Risk Assessment & Status

25.3 Material Risk Score

The material assessment considers how easily asbestos fibres are released from the material.

Four parameters are assessed using a scoring system from 0 (very low) to 3 (high):

- the type of product or material and its properties
- the extent of damage or deterioration
- the surface treatment of the ACM
- the type of asbestos fibre used in its manufacture

The value assigned to each parameter is added together to give a total score between 2 and 12. Generally softer materials will release their fibres more easily and score higher.

APPENDIX E ASBESTOS REGISTER

25.4 Priority Risk Score

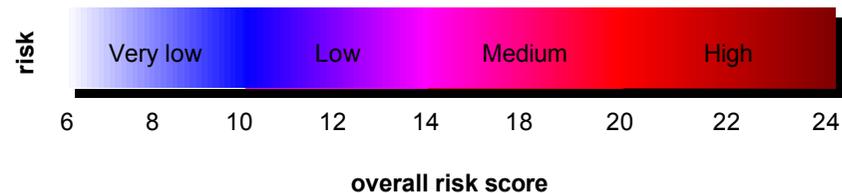
The priority assessment considers how likely the material is of being disturbed or damaged by the type of normal activities (including maintenance and cleaning) the material is exposed to in conjunction with how many people would be exposed if the material were disturbed. Additional site specific factors may also be considered such as the age of the occupants.

As before with the material assessment four main parameters are assessed using a scoring system from 0 (very low) to 3 (high):

- Normal occupant activity
 - Main type of activity in the area and any secondary activities
- Likelihood of disturbance
 - Location, accessibility and extent/amount of material
- Human exposure potential
 - Number of occupants, frequency of use and average time in use
- Maintenance activity
 - Type and frequency of maintenance activity

25.5 Overall Risk Score

The results of the material and priority assessments are combined to give an overall risk score which enables different materials to be directly compared.



APPENDIX E ASBESTOS REGISTER

'keeping it under control'

25.6 **Material Classification**

Asbestos containing materials are classified into one of two groups by the Control of Asbestos Regulations.

- a. Those materials that do not generally require a licensed contractor to work with or remove them such as: asbestos cement; textured decorative coatings and paints which contain asbestos; articles of bitumen, plastic, resin or rubber which contain asbestos where their thermal or acoustic properties are incidental to their main purpose (e.g. vinyl floor tiles, electric cables, roofing felt) and other insulation products which may be used at high temperatures but have no insulation purposes, for example gaskets, washers, ropes and seals.
 - Anyone working on or removing these materials must be suitably trained in the use of PPE and RPE and the control measures required to reduce exposure to the lowest possible levels. The Health & Safety Executive have produced a series of 'Task Sheets' aimed at maintenance workers who need to carry out work on non-licensed materials (see A0 Asbestos Essentials at the end of this section). They describe the methods and equipment required for over thirty different tasks.
 - The regulations insist on mandatory training for anyone liable to be exposed to asbestos fibres at work (refer to the task sheet EM2 at the end of this section); this includes anyone carrying out any of the above tasks.
 - There are also strict regulations regarding the transport and disposal of all asbestos containing materials and the premises producing the waste must be registered with the Environment Agency. (refer to the task sheet EM9 at the end of this section)
- b. Those materials such as asbestos lagging and insulation that can only be removed or sealed by a contractor that has been licensed by the Health and Safety Executive. Notification to the enforcing authority is required 14 days in advance of starting any work on this material.

APPENDIX E ASBESTOS REGISTER

'keeping it under control'

25.7 What To Do If You Accidentally Disturb Asbestos Containing Materials

During the course of your work it is reasonable to expect that you may uncover suspect asbestos containing materials or damage known ones accidentally. If this should happen all work should cease immediately and you should follow the procedures and flow chart shown in the Task Sheet EM1 (included at the end of this section) to keep the exposure and contamination to an absolute minimum. Planning, risk assessment and familiarity with the HSE Asbestos Essentials Task Sheets will help to keep incidents to a minimum.

25.8 Depending on the Register

The asbestos register must be current and show up-to-date information; where materials are removed before refurbishment for example, the individual record must include the new status. Following re-inspection or remedial work; any changes to the condition, protection or whether the ACM has been labelled or not should be recorded in the space provided.

New entries to the register are required when additional asbestos materials are identified or suspected i.e. during a re-inspection or a destructive RAD survey.

All entries should show when they were updated otherwise it is impossible to assess whether the record is current and takes account of all the construction, maintenance or asbestos removal that has occurred on the premises.

APPENDIX E ASBESTOS REGISTER

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S01	External Block 1-4 Entrance Porch Soffits	insulation board with artex coating	visually similar to Block 5-8, 14-19, 20-25, 26-31 and part 32-34	analysed sample ref. S01	YES amosite	fair to poor	painted	low	high	50m ²	REMOVE

RISK ASSESSMENT & STATUS

	Material Risk Score	6	(Scored in accordance with the Health & Safety Executive algorithms)	
	Priority Risk Score	6		
	*Overall Risk Score (6-24)	12		(Total of Material & Priority Risk Scores)
	Material Classification	Asbestos Insulation Board	(Refer to Approved Code Of Practice L143)	
	A licence is	required	for work on this material (See notes below)	
	This material is	not identifiable by	a warning or colour coded label	
	This material is due for	re-assessment in	February 2015	
<p><i>Anyone who works with or may disturb this material must be licensed by the Health and Safety Executive</i></p> <p><i>The Health and Safety Executive require 14 days notification of this work before commencing on site</i></p> <p><i>All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005</i></p> <p>UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)</p>				

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

APPENDIX E ASBESTOS REGISTER

'keeping it under control'

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S04	Internal Block 1-4 Top floor Landing	ceiling boards	visually similar to all blocks	analysed sample ref. S04	YES amosite	fair	painting	low	medium	200m ²	MANAGE

RISK ASSESSMENT & STATUS

	Material Risk Score	6	(Scored in accordance with the Health & Safety Executive algorithms)	
	Priority Risk Score	6		
	*Overall Risk Score (6-24)	12		(Total of Material & Priority Risk Scores)
	Material Classification	Asbestos Insulation Board	(Refer to Approved Code Of Practice L143)	
	A licence is	required	for work on this material (See notes below)	
	This material is	not identifiable by	a warning or colour coded label	
	This material is due for	re-assessment in	February 2015	
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DATE	DESCRIPTION OF WORK	CARRIED OUT BY	IN CONSULTATION WITH	

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

APPENDIX E ASBESTOS REGISTER

'keeping it under control'

Photo Ref: (see App A)	Location Internal/Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S08	External Garage Block Store	infill panel over door	visually similar to ceiling board	analysed sample ref. S08	YES amosite	fair	none	medium	medium	4m ²	MANAGE

RISK ASSESSMENT & STATUS

	Material Risk Score	7	(Scored in accordance with the Health & Safety Executive algorithms)																				
	Priority Risk Score	2																					
	*Overall Risk Score (6-24)	9		(Total of Material & Priority Risk Scores)																			
	Material Classification	Asbestos Insulation Board	(Refer to Approved Code Of Practice L143)																				
	A licence is	required	for work on this material (See notes below)																				
	This material is	not identifiable by	a warning or colour coded label																				
	This material is due for	re-assessment in	February 2015																				
<p><i>Anyone who works with or may disturb this material must be licensed by the Health and Safety Executive</i></p> <p><i>The Health and Safety Executive require 14 days notification of this work before commencing on site</i></p> <p><i>All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005</i></p> <p>UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>DESCRIPTION OF WORK</th> <th>CARRIED OUT BY</th> <th>IN CONSULTATION WITH</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				DATE	DESCRIPTION OF WORK	CARRIED OUT BY	IN CONSULTATION WITH																
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*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

APPENDIX E ASBESTOS REGISTER

'keeping it under control'

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
PO1	External Block 14-19 Entrance Porch Store	ceiling board with artex coating	visually similar to Block 20-25, 26-31 and 32-34	presumed identical to S01	YES assumed amosite	fair	painted	low	medium	10m ²	MANAGE

RISK ASSESSMENT & STATUS

	Material Risk Score	6	(Scored in accordance with the Health & Safety Executive algorithms)	
	Priority Risk Score	4		
	*Overall Risk Score (6-24)	10		(Total of Material & Priority Risk Scores)
	Material Classification	Asbestos Insulation Board	(Refer to Approved Code Of Practice L143)	
	A licence is	required	for work on this material (See notes below)	
	This material is	not identifiable by	a warning or colour coded label	
	This material is due for	re-assessment in	February 2015	
<i>Anyone who works with or may disturb this material must be licensed by the Health and Safety Executive</i>				
<i>The Health and Safety Executive require 14 days notification of this work before commencing on site</i>				
<i>All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005</i>				
UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)				
DATE	DESCRIPTION OF WORK	CARRIED OUT BY	IN CONSULTATION WITH	

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

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Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S03	Internal Block 1-4 All floors Staircase	artex coating to underside and strings	visually similar to all blocks	analysed sample ref. S03	YES chrysotile	good	painted	very low	medium	100m ²	MANAGE

RISK ASSESSMENT & STATUS

	Material Risk Score	3	(Scored in accordance with the Health & Safety Executive algorithms)
	Priority Risk Score	6	
	*Overall Risk Score (6-24)	9	
	Material Classification	Decorative Coating	(Refer to Approved Code Of Practice L143)
	A licence is	not required	for work on this material (See notes below)
	This material is	not identifiable by	a warning or colour coded label
	This material is due for	re-inspection in	February 2015
<p><i>Anyone who works with or may disturb this material must be properly trained in accordance with The Control of Asbestos Regulations 2012</i></p> <p><i>Carry out work with this material in accordance with the HSE 'Asbestos Essentials' task sheets listed at the end of this section</i></p> <p><i>A risk assessment and plan of work must be completed by a competent person before disturbing this material</i></p> <p><i>All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005</i></p> <p>UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)</p>			
DATE	DESCRIPTION OF WORK	CARRIED OUT BY	IN CONSULTATION WITH

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

APPENDIX E ASBESTOS REGISTER

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Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S05	Internal Block 9-13 Ground floor Hallway	artex coating to ceilings	visually similar to all blocks	analysed sample ref. S05	YES chrysotile	good	painted	very low	medium	125m ²	MANAGE

RISK ASSESSMENT & STATUS

	Material Risk Score	3	(Scored in accordance with the Health & Safety Executive algorithms)	
	Priority Risk Score	6		
	*Overall Risk Score (6-24)	9		(Total of Material & Priority Risk Scores)
	Material Classification	Decorative Coating	(Refer to Approved Code Of Practice L143)	
	A licence is	not required	for work on this material (See notes below)	
	This material is	not identifiable by	a warning or colour coded label	
	This material is due for	re-inspection in	February 2015	
<i>Anyone who works with or may disturb this material must be properly trained in accordance with The Control of Asbestos Regulations 2012</i>				
<i>Carry out work with this material in accordance with the HSE 'Asbestos Essentials' task sheets listed at the end of this section</i>				
<i>A risk assessment and plan of work must be completed by a competent person before disturbing this material</i>				
<i>All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005</i>				
UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)				
<i>DATE</i>	<i>DESCRIPTION OF WORK</i>	<i>CARRIED OUT BY</i>	<i>IN CONSULTATION WITH</i>	

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

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Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
S07	External Garage Block Steps	part soffit board		analysed sample ref. S07	YES chrysotile	fair	none	very low	medium	4m ²	MANAGE

RISK ASSESSMENT & STATUS

	Material Risk Score	4	(Scored in accordance with the Health & Safety Executive algorithms)																
	Priority Risk Score	4																	
	*Overall Risk Score (6-24)	8	(Total of Material & Priority Risk Scores)																
	Material Classification	Asbestos Cement	(Refer to Approved Code Of Practice L143)																
	A licence is	not required	for work on this material (See notes below)																
	This material is	not identifiable by	a warning or colour coded label																
	This material is due for	re-inspection in	February 2015																
<p><i>Anyone who works with or may disturb this material must be properly trained in accordance with The Control of Asbestos Regulations 2012</i></p> <p><i>Carry out work with this material in accordance with the HSE 'Asbestos Essentials' task sheets listed at the end of this section</i></p> <p><i>A risk assessment and plan of work must be completed by a competent person before disturbing this material</i></p> <p><i>All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005</i></p> <p>UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)</p> <table border="1"> <thead> <tr> <th>DATE</th> <th>DESCRIPTION OF WORK</th> <th>CARRIED OUT BY</th> <th>IN CONSULTATION WITH</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>				DATE	DESCRIPTION OF WORK	CARRIED OUT BY	IN CONSULTATION WITH												
DATE	DESCRIPTION OF WORK	CARRIED OUT BY	IN CONSULTATION WITH																

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

APPENDIX E ASBESTOS REGISTER

'keeping it under control'

Photo Ref: (see App A)	Location Internal/External Floor/Room/Area Position	Material Description	Extent (of contamination and/or additional locations)	Level of Identification (refer to Appendix C)	Asbestos Containing Material? & Type	Material Condition	Protection	Material Risk (ability to release fibres)	Accessibility	Total Quantity (approx. inc extent)	Recommended Action
PO2	Internal Block 9-13 First floor Hallway	artex coating to ceilings	visually similar to Block 14-19, 20-25, 26-31 and 32-34	presumed identical to S03 & S05	YES assumed chrysotile	good	painted	very low	medium	90m ²	MANAGE

RISK ASSESSMENT & STATUS

	Material Risk Score	3	(Scored in accordance with the Health & Safety Executive algorithms)	
	Priority Risk Score	6		
	*Overall Risk Score (6-24)	9		(Total of Material & Priority Risk Scores)
	Material Classification	Decorative Coating	(Refer to Approved Code Of Practice L143)	
	A licence is	not required	for work on this material (See notes below)	
	This material is	not identifiable by	a warning or colour coded label	
	This material is due for	re-inspection in	February 2015	
<i>Anyone who works with or may disturb this material must be properly trained in accordance with The Control of Asbestos Regulations 2012</i>				
<i>Carry out work with this material in accordance with the HSE 'Asbestos Essentials' task sheets listed at the end of this section</i>				
<i>A risk assessment and plan of work must be completed by a competent person before disturbing this material</i>				
<i>All asbestos is defined as hazardous waste and must be disposed of in accordance with The Hazardous Waste Regulations 2005</i>				
UPDATE REGISTER BELOW (include details of procedures, re-inspection or work carried out including dates and by who)				
<i>DATE</i>	<i>DESCRIPTION OF WORK</i>	<i>CARRIED OUT BY</i>	<i>IN CONSULTATION WITH</i>	

*Overall Risk Score (6-24) where >20 = High, 14-19 = Medium, 10-13 = Low, <10 = Very low

APPENDIX E ASBESTOS REGISTER

'keeping it under control'

em1 asbestos essentials

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause lung cancer and lung diseases.
- Check it out before you start work.
- Read the safety checklist on the task sheet.

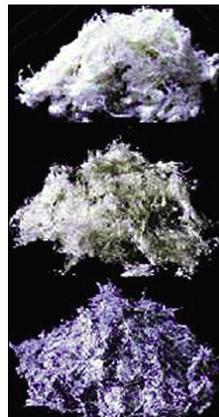
What to do if you uncover or damage materials that may contain asbestos

Equipment and method sheet

What this sheet covers

This sheet shows some examples of where asbestos can be found. A chart describes what to do if you find asbestos materials during a job.

It also applies where asbestos materials get damaged by accident.



There are three 'colours' of asbestos, but you can't tell just by the colour what you have found; it could be mixed with other ingredients which change the appearance.



Don't assume there will always be warning signs. There could be undiscovered asbestos in buildings you work on.



Asbestos isn't always obvious. Would you spot an asbestos gasket on an old engine, asbestos cement pipes or an asbestos-containing fuse-board? If you're not sure, the premises owner needs to get it checked out!



Asbestos lagging on an old tank



Asbestos insulating board (AIB) fire surround



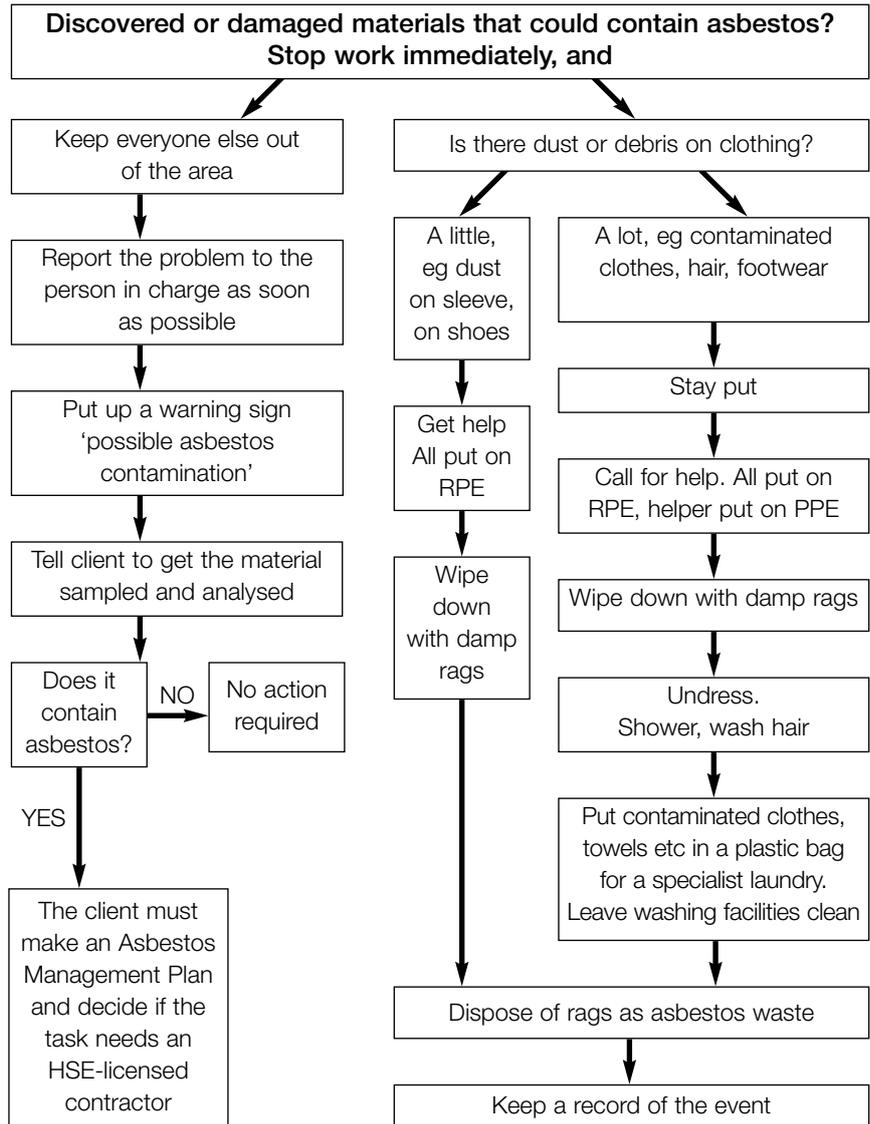
These asbestos cement pipes are labelled, so are the tiles, but you might not know until you start to lift them.



There could be sprayed limpet under this asbestos cement (AC) sheeting

MORE HELP

- More asbestos pictures - www.hse.gov.uk/asbestos/gallery.htm
- Help to decide if work is licensed - www.hse.gov.uk/asbestos/licensing/index.htm
- For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online or order priced publications from the website. HSE priced publications are also available from bookshops.
- These equipment and method (em) sheets and task (a) sheets can be downloaded free from www.hse.gov.uk/asbestos/essentials/index.htm
- See sheet a0 for details of more guidance.



Procedures

- Stop this work immediately.
- Follow the chart above or do a risk assessment to decide who must do the work - you may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as you can.
- Clean up the contamination.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

This document is available at www.hse.gov.uk/asbestos/essentials/index.htm

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Published by the Health and Safety Executive 04/12

ao

asbestos essentials

Non-licensed tasks

Some trades likely to disturb asbestos

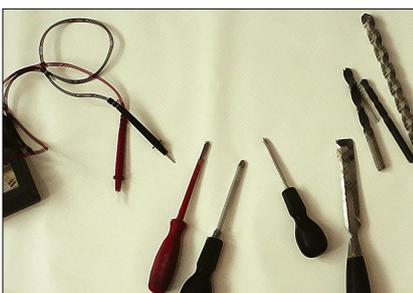
Anyone who works on the fabric of a building, may be at risk of disturbing asbestos. This includes:



■ electricians, joiners, plumbers, gas fitters, shop fitters, heating and ventilation engineers;



■ labourers, roofers, plasterers, demolition workers and other workers in construction;



■ phone and data engineers, alarm installers; and

■ surveyors, general maintenance engineers, painters and decorators.

Advice on non-licensed work with Asbestos

Introduction to 'Asbestos essentials' task sheets

This sheet tells employers, managers and sole-traders what to do when they need to work on or near asbestos-containing materials (ACMs). It will help you to decide what category of asbestos work it is and how to plan the work safely.

Why is asbestos a problem?

Large amounts of asbestos were used in new and refurbished buildings before 2000. Usage began to decline in the 1970s and blue asbestos (crocidolite) had a voluntary ban in 1970. Blue and brown (amosite) asbestos were banned by law in 1985. Uses of white asbestos (chrysotile) were banned in 1999. Everything else and most second-hand supply (except for very high performance materials) was banned by 2000. Therefore, all supply of materials containing asbestos is banned, including making materials available to a third party in any way, whether or not for any payment.

A large number of premises and older plant and equipment still contain some form of asbestos. Much of the asbestos will be hidden in the fabric of the building so not immediately obvious – it is also unlikely to be recorded in the building plans. Workers most likely to come into contact with asbestos-containing products are those in the construction, maintenance, refurbishment and related trades.

When asbestos materials are damaged or disturbed they can release dangerous fibres which, if breathed in, can cause serious diseases. Around 4500 people in Great Britain die every year from asbestos-related diseases, making asbestos the single greatest cause of work-related deaths.

What you need to do

- Before starting work you need to check what asbestos is present, in commercial properties there should be a plan/register – ask to see it. You need to check that the plan covers the area of the building that you will be working in and if you are doing refurbishment work that it includes a survey that tells you what types of asbestos is present and it's condition. If there is no register or survey or the report is not clear – do not start work. Alternatively, you can assume that any material you need to disturb does contain asbestos. The client also needs to see your plan of work to understand what work you are going to do, and how.

Disease

Disturbing asbestos-containing material can result in release of invisible fibres. Once in the air, fibres can be breathed in and cause lung diseases including:

- **mesothelioma - a cancer of the linings to the lungs and stomach;**
- **lung cancer; and**
- **asbestosis - lung scarring.**

There are no sudden changes in health after breathing in fibres - these diseases can take from 15 to 60 years to develop. They are incurable and often fatal. You need to protect yourself now to prevent contracting an asbestos related disease in the future.

Working on asbestos-containing materials

Asbestos fibres are more likely to be released if the following happens:

- **Asbestos-containing materials are not identified before work starts.**
- **Work is poorly planned or badly carried out.**
- **You work on dry asbestos-containing materials.**
- **You use power tools or saws.**
- **You sweep up asbestos-containing debris.**

Asbestos-containing materials may be left in place, as long as they do not and will not put anyone at risk of exposure to asbestos fibres.

Your workers

- Everyone who works with, or may disturb asbestos, must be properly trained (including the self-employed). See sheet em2.

What the premises owner (client) needs to tell you

- Where any asbestos containing materials (or materials presumed to contain asbestos) are, that you are likely to meet. The information provided should be specific.

Main points:

- You need training to work safely with ACMs. See sheet em2.
- *Asbestos Essentials* does not apply to licensed work. You should only go ahead if you are sure the work does not require a licence.
- Work with, or disturbance of, any type of ACM can be dangerous.
- Second-hand equipment may not be asbestos-free.
- If you work on ACMs and you smoke, you are at much greater risk of lung cancer.
- Consider those around you. Don't put your workmates in danger or take fibres home on your clothes and put your family at risk.
- Carry out the work and dispose of contaminated materials safely.

Does the work need a licence?

Most work with asbestos needs to be carried out by a licensed contractor. This includes work on asbestos coating and asbestos lagging; and work on asbestos insulation or asbestos insulating board (AIB) where the risk assessment demonstrates that the fibre release will be high, eg the material is badly damaged, or the work is not short duration work.

'Short duration' means any one person doing this type of work for less than one hour, or more people doing the work for a total of less than two hours, in any seven consecutive days. The total time spent by all workers must not exceed two hours. This includes time spent setting up, cleaning and clearing up.

Non-licensed work includes work on asbestos-containing textured coatings and asbestos cement.

Is it notifiable non-licensed work?

From April 2012, some non-licensed work, where the risk of fibre release is greater, is subject to three additional requirements – notification of work, medical examinations and record keeping (the requirement for medical examinations does not come into force until April 2015). This work is known as notifiable non-licensed work (NNLW).

To decide if the work is NNLW, you will need to consider the type of work you are going to carry out, the type of material you are going to work on and its condition:

- **Decide what type of work you are doing:**
 - **Maintenance** – eg drilling holes to attach fittings or pass cables through, painting, cleaning etc. Maintenance includes some removal where it is incidental to the main task, eg removing an asbestos ceiling tile to allow inspection; or

- **Removal** – eg as part of a refurbishment or redesign project; or
- **Encapsulation** – eg work to enclose or seal asbestos materials in good condition; or
- **Air monitoring and control, and the collection and analysis of samples.**

■ **Consider the asbestos type:**

- Is it **friable?** – the more friable a material is, the more likely it will release asbestos fibres when worked on and the greater the risk of exposure. Materials such as asbestos insulation are more friable than materials such as asbestos cement; and
- **How firmly is the asbestos bonded in a matrix?** (For removal work only) – Asbestos containing materials (ACMs) where the asbestos is coated, covered or contained within another material, such as cement, paint or plastic are considered to be firmly bonded in a matrix; and

■ **Consider the material's condition:**

- **Has the material been damaged or is it in poor condition?** – eg badly flood or fire-damaged; and
- **Will the materials' matrix be destroyed when worked on?** – eg deteriorating textured decorative coatings ('Artex') with gel or steam.

Once you've considered these three elements, the decision flow chart below will help you to decide which category your work with asbestos is, or check the HSE website for more help before you start.

In summary, most work with firmly bonded materials in good condition such as asbestos cement, bitumen, plastic, resin, rubber, roofing felt, paper linings, cardboard, textiles, gaskets, washers and rope etc will not need to be notified. Short duration 'maintenance' work involving AIB which is in good condition will also not normally need to be notified, NNLW will normally include short duration maintenance and removal work with asbestos insulation, removal of textured decorative coatings where the material is destroyed eg by scraping it off, and short duration removal of AIB as part of refurbishment.

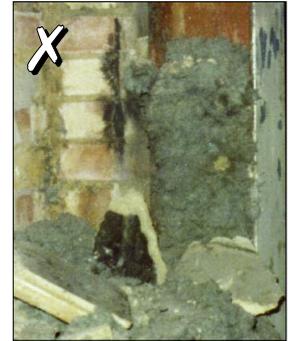
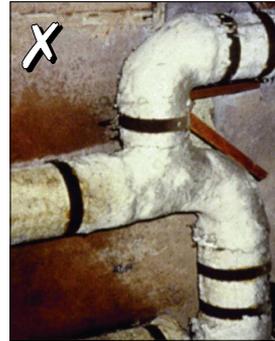
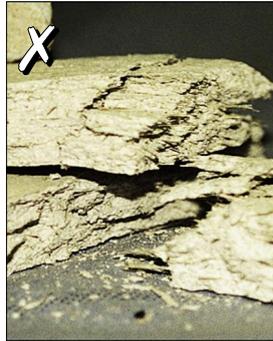
SAFETY CHECKLIST

- ✓ Can you avoid disturbing asbestos by doing the job in some other way?
- ✓ Do you need a licence for the work?
- ✓ Always follow all legal requirements.
- ✓ Follow the task guidance sheet.
- ✓ Use an asbestos waste container.
- ✓ Dispose at a licensed disposal site.

Caution:

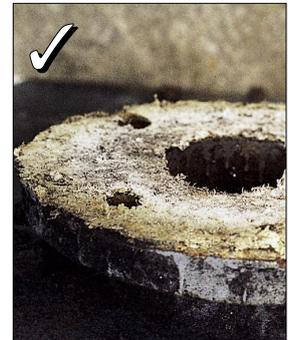
- Don't sweep up dust or debris - use a Class H vacuum cleaner or damp rags.
- Don't take used overalls home.
- Don't reuse disposable PPE.
- Don't smoke.
- Don't eat or drink in the work area.

Licensed work – Don't touch this!



Broken asbestos insulating board, asbestos lagging and sprayed asbestos (limpet)

Non-licensed work – Do this if you are trained

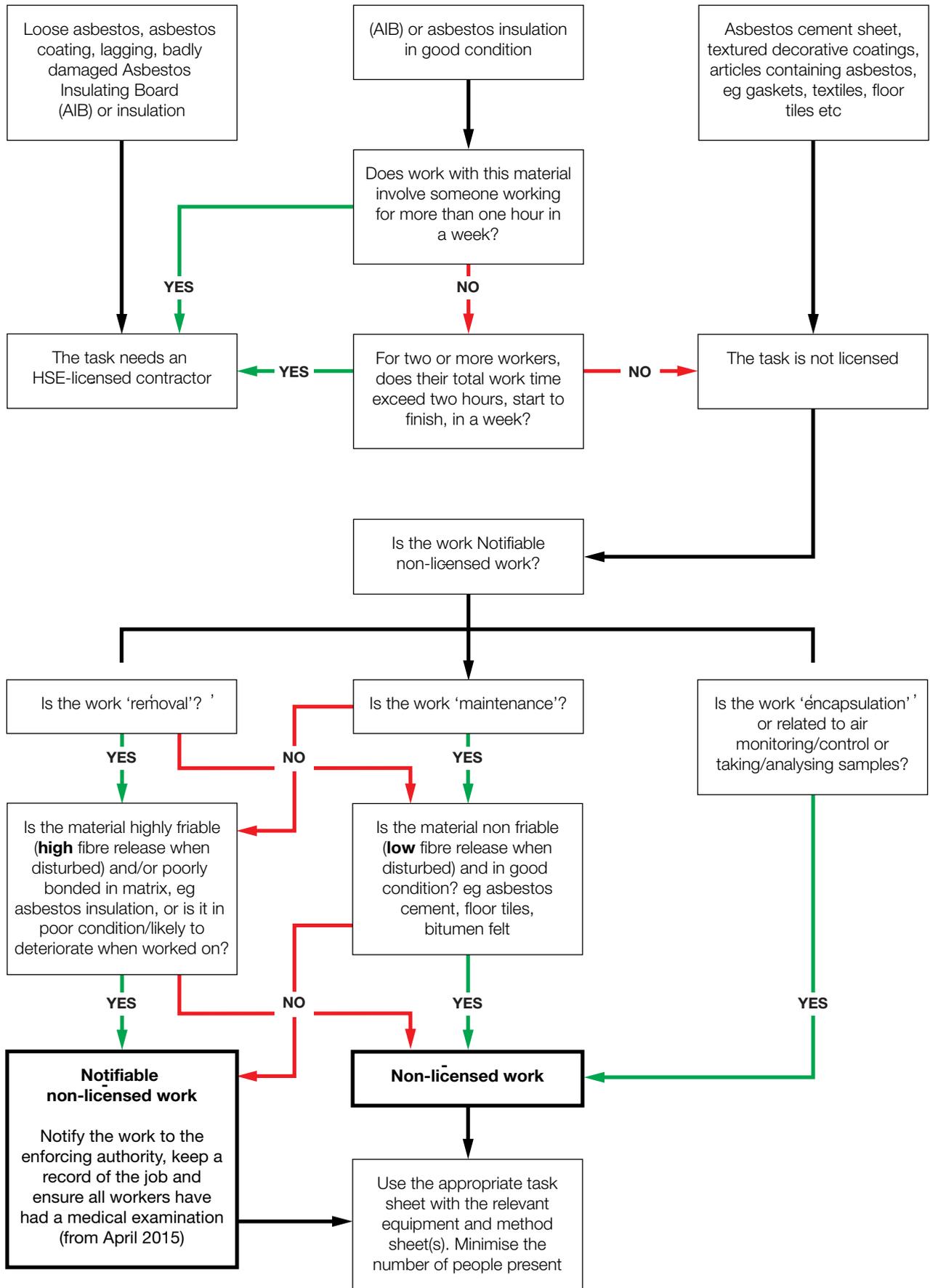


Damaged textured coating, asbestos cement roofing and an asbestos-containing gasket

If you have any doubts, carry out a risk assessment (see 'More help') or ask the client to employ an HSE-licensed asbestos contractor.

Decision flow chart

Use this simple flow chart to help you decide who needs to do the work:



OTHER HAZARDS

Other specific hazards appear in the checklist on each Asbestos essentials task sheet. They include:

Work on fragile roofs - see www.hse.gov.uk/construction/index.htm. Fragile roofs cannot bear weight.

Work at height - see www.hse.gov.uk/falls/index.htm. Take precautions to avoid falls. Must you work from a ladder? Where necessary, erect an access platform.

Electrical hazards - see www.hse.gov.uk/electricity/index.htm. Get a competent electrician to isolate and reconnect electricity supply.

Gas safety - check your contractor's registration on the Gas Safe register at www.gassaferegister.co.uk/

Manual handling - see www.hse.gov.uk/msd/index.htm. Plan how to remove and handle heavy material and articles safely.

Slips and trips - see www.hse.gov.uk/slips/index.htm. Floors protected with polythene become very slippery when wet.

Confined spaces - see www.hse.gov.uk/confinedspace/index.htm. You need to know that restricted workplaces are safe to enter and the air is fit to breathe.

There may also be other hazards - you need to consider them all.

Planning**Before carrying out any work:**

- Ask the premises owners for their records of asbestos; what was checked, what was found, and what was not checked.
- If there is no record and you have reason to suspect asbestos, ask for an asbestos survey to be done before accepting the contract (you will have to check yourself in domestic properties).
- Check if the work could require a licence. See 'More help'.
- When a licence is not needed for the work, check if the work is NNLW and if so, follow the requirements and then follow the task sheets or other HSE guidance.
- If there is no task sheet for the work, get help from a competent health and safety advisor.
- When you seek advice, ensure that the person providing that advice is competent.
- If asbestos-containing material needs replacement, the replacement must be asbestos-free.

Prepare a short plan of work. If the work is NNLW, your copy of the notification may help you. Make sure the plan includes the following:

- What the work is and how long it is likely to last.
- The address and description of the job.
- When the work will be done.
- The procedures to follow to reduce exposure and prevent the spread of asbestos, ie by following the *Asbestos essentials* task sheets.
- The equipment needed, including personal protective equipment (PPE).
- Decontamination and waste disposal arrangements.
- Emergency procedures.

Make sure that everyone involved is fully aware of the plan and knows:

- What they need to do;
- How to wear their PPE and RPE correctly;
- Why each action is being taken; and
- What to do in the case of emergencies and accidents.

Manage the work

- Monitor the work to ensure it is being carried out with the appropriate controls.

Caution: Emergency call-out is no excuse for low standards or cutting corners.

Disposal of asbestos materials and waste

'Hazardous' or 'Special' Waste needs safe disposal. This includes:

- asbestos;
- materials containing asbestos; and
- anything contaminated with asbestos unless fully decontaminated.

Make sure you double-bag and label asbestos waste.

For advice on disposal contact the Local Authority, the Environment Agency or, if based in Scotland, SEPA. Or hire a licensed waste contractor. See 'More help' and em9.

MORE HELP

■ For more information about asbestos, licensed asbestos removal contractors and training providers see:

- the Asbestos Removal Contractors Association (ARCA) - www.arca.org.uk
- the Asbestos Control and Abatement Division (ACAD) - www.tica-acad.co.uk
- the United Kingdom Asbestos Training Association (UKATA) - www.ukata.org.uk
- the Independent Asbestos Training Providers (IATP) - www.iatp.org.uk
- www.hse.gov.uk/asbestos/index.htm
- the British Occupational Hygiene Society (BOHS) - www.bohs.org

■ Building surveyors competent in asbestos matters can advise on sampling to identify if asbestos is present. Samples may only be analysed by laboratories accredited by UKAS - see www.ukas.org/testing/

■ For lists of qualified hygienists or consultants see the BOHS website at www.bohs.org or the Occupational Safety and Health Consultants Register (OSHCR) at www.oshcr.org

■ Contact your trade association.

■ British Standards can be obtained in PDF or hard copy formats from the BSI online shop: www.bsigroup.com/Shop

■ For advice on disposing of asbestos and other waste go to www.environment-agency.gov.uk, www.sepa.org.uk/, www.defra.gov.uk/ or www.netregs.gov.uk/netregs

■ Take a look at some images of common uses of asbestos on www.hse.gov.uk/asbestos/index.htm

■ HSE's online risk assessment at www.hse.gov.uk/asbestos/index.htm shows you if the task you need to carry out requires a licence.

■ For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online or order priced publications from the website. HSE priced publications are also available from bookshops.



Double-bagged waste



Asbestos label



Don't create dust if you can avoid it



Using a Class H vacuum cleaner and a drill cowl

The information in the task sheets will help small businesses - subcontractors and sole traders - to comply with the Control of Asbestos Regulations 2012. It also helps duty-holders, clients, trade union and employee safety representatives know how work should be done.

Most work with asbestos-containing materials, including lagging, insulation and insulating board, must be done by an HSE-licensed contractor.

Asbestos essentials covers work that will not need a licence if carried out just as the sheets describe. Each sheet describes 'good practice' for a particular task and covers the action needed to reduce exposure to an adequate level.

It is important to follow all the actions in the task sheet, or use equally effective measures. Following the sheets is not a guarantee of safety.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance as illustrating good practice.

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Published by the Health and Safety Executive 04/12

*Asbestos UK Surveys
Terms and Conditions*

Asbestos UK Surveys undertake to carry out the survey using trained and experienced surveyors using the combined approach of survey techniques with regard to visual examination and necessary bulk sampling. Whilst every effort will be made to identify all materials so far as is reasonably practicable to do so within the scope of the survey and the following report it is entirely possible that after a survey asbestos containing materials of one sort or another may remain in the property or area covered by that survey.

It is not possible to diagnose asbestos within materials that are covered, unexposed or inaccessible such as:

- *The interior of plant, equipment, pipework, ducting, voids or other similar enclosed areas, the access to which would necessitate the use of specialist equipment/ tools or specialist knowledge/ training.*
- *Lift shafts, lift motor rooms/ plant rooms or similar that will require the attendance of a specialist engineer.*
- *Areas not safe to access or not accessible via a 3m long survey ladder i.e. no provision will be made for specialist access equipment.*
- *We will not inspect areas that would require the removal of carpets, furniture or fixtures or fittings.*
- *Samples will not be taken which would endanger the surveyor or affect the structural integrity of the item concerned i.e. electrical installations, gaskets and ropes, fire doors, roofing materials etc.*
- *Asbestos may well be hidden as part of the structure to a building and not visible until the structure is exposed or dismantled at a later date.*
- *Debris from previous asbestos removal projects may well be present in some areas; general asbestos debris does not form part of this survey although all good intentions are made for its discovery.*
- *Sampling of certain materials may not be representative in that they contain asbestos to varying degrees and some may be less densely contaminated in different areas (Artex for example).*

Access for the survey may be restricted for many reasons beyond our control such as height; inconvenience to others, immovable obstacles, confined spaces or just simply because no access could be gained due to a locked cupboard for example. It may be necessary for the limits of the surveyor's authority to be confirmed prior to the survey.

Generally areas not covered by the survey are as follows:

- *Asbestos containing materials existing within areas not specifically covered by the survey report are considered outside the scope of the survey.*
- *Where an area has been previously stripped of asbestos i.e. plant rooms, ducts etc. and new coverings added debris may still be present under the coverings and it should not be considered free of asbestos. (Asbestos removal carried out prior to the introduction of 'The Control of Asbestos at Work Regulations 1987' should not be assumed to have been carried out to today's standards.)*
- *Whilst every reasonable effort will be made to locate asbestos containing materials within the defined site, we have not inspected areas of the property/ structure which are covered, unexposed or inaccessible and we are therefore, unable to report that any such part of the property/ structure is free from asbestos.*
- *No responsibility will be accepted for the presence of asbestos in materials other than those sampled in the survey.*

Asbestos UK Surveys cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some danger is unavoidable and will be limited to just that necessary for taking the sample. Power tools will not be used as these can lead to unacceptable disturbance of asbestos containing materials. Methods used to carry out the survey will be agreed with the client prior to any work being commenced.

Materials referred to as 'asbestos insulating board' or 'asbestos cement' are assessed on visual appearance and no density test of materials will be carried out unless specifically requested.

Further to and notwithstanding anything to the contrary in these terms and conditions whereby liability is excluded or limited to a lesser amount, the liability of Asbestos UK Surveys under or in connection with this agreement whether in contract or in tort, in negligence, for breach of statutory duty or otherwise for any claim shall not exceed the amount, if any recoverable by Asbestos UK Surveys by way of indemnity against the claim in question under Professional Indemnity Insurance taken out by Asbestos UK Surveys and in force at the time that the claim or if earlier circumstances that may give rise to the claim is reported to the insurers in question.

Safe Management of Asbestos in Buildings



Nationwide asbestos surveys

Risk assessment

Asbestos Registers

Management Plans

Portfolio management

Awareness training

Reassurance air testing

Asbestos removal project management

Re-inspection

Free impartial advice

asbestos 
SURVEYS 

Asbestos UK Surveys Ltd

51 Cam Green

Cam, Dursley

Gloucestershire

GL11 5HL

T: 01453 549060

F: 0871 661 7645

E: info@auksurveys.co.uk

W: www.auksurveys.co.uk